

8 September 1981

Classification Review Procedure

CRP 81-7

Rescinds: 79-26

Reference: 81-8

Processing State Department Manuscripts in
the "Foreign Relations of the United States" (FRUS) Series

The procedure for handling manuscripts in the FRUS series received from the Department of State is as follows:

1. Receipt and Handling

a. The CRD Secretary will log manuscripts on receipt and assign a sequential number to each. This number will be used on the Form 4023A in the Folder Number Field (see paragraph 4.b.).

b. A folder will be established and retained as the CRD permanent record for each FRUS manuscript. The folder title will reflect the inclusive years, the volume number, and the title of the series; for example:

FRUS, Volume XII, 1952-54, East Asia and the Pacific

This folder will contain copies of all correspondence to and from the Department of State relating to the particular manuscript, internal coordination correspondence with the Directorate of Operations Information Review Officer, and copies of all documents reviewed which are either being retained entirely or sanitized.

c. Classification/Control: The Department of State has a special dispensation to handle FRUS manuscripts as CONFIDENTIAL regardless of the level of classification of material contained therein. CRD will initially control the FRUS manuscripts as CONFIDENTIAL even though they might contain CIA documents classified at the SECRET level; however, FRUS manuscripts containing CIA TOP SECRET documents will be subject to TOP SECRET document controls. (See reference.) Although

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normally no effort is made to downgrade CIA documents during FRUS processing, TOP SECRET CIA documents will be given special attention and downgraded if appropriate under existing CRD procedures. Such action will reduce to a minimum the number of documents for which TOP SECRET controls are required and facilitate storage and transmittal. Downgraded TOP SECRET documents will be marked with the reviewer's stamp and the new classification on all copies, including copies sent to other directorates for coordination and copies returned to State.

2. Review

a. The reviewer will make a copy of the State Department "List of Documents for clearance by the CIA" (Table of Contents) that accompanies each FRUS volume and verify that all listed documents have been received.

b. The review will be conducted under manuscript review procedures, keeping in mind that we must cite clear and valid reasons for excisions/retentions. The Department of State Historical Office has a presidential mandate to publish FRUS manuscripts twenty years after the fact and is determined to publish history that is well-documented and complete. Our justification for each excision or classification retention of the entire document must withstand heavy pressure for declassification from the Historians at The Department of State.

c. Reviewers should be aware that manuscript references to CIA equities are not always obvious. FRUS manuscripts often contain oblique references to covert action projects, intelligence procedures, personnel, operational procedures, and so forth. Particular attention should be paid to material concerning National Security Council meetings, Joint Intelligence Committee meetings, and National Intelligence Estimates which frequently contain CIA-derivative information.

d. The reviewer should first consider the possible deletion of words or phrases (sanitization). Only when the sense and meaning of the document will be destroyed by sanitizing should the decision be taken to withhold the entire document. Passages recommended for sanitization should be bracketed with a red pencil.

e. Each document appearing on the "List of Documents for Clearance by the CIA" will be reviewed and a determination noted on the list beside each entry using one of the following three categories:

S Sanitize before publication

R Retain classification

N No objection to declassification

The reasons for either sanitizing or retaining classification will be written in the margin of the document, citing the appropriate exemption category from Executive Order 12065, Section 1-301.

f. When the review is completed, make a copy of each document -- complete or sanitized -- that retains its classification. These copies will be kept in the folder established in CRD for this particular manuscript and used as reference in future discussions with the State Department. If any document that retains its original classification is a CIA-originated TOP SECRET document, a green tag (Form 160 B) must be affixed to it. (See reference.) That document will henceforth continue to be handled as CIA TOP SECRET in correspondence both with CIA officers and with State Department.

3. Coordination

a. The review action taken on all items of finished intelligence such as National Intelligence Estimates (NIEs), Special Estimates (SEs), and Special National Intelligence Estimates (SNIEs) will be coordinated with the Chief, CRD/Intelligence Branch.

b. Following CRD's review, the entire manuscript will be sent to the DDO Information Review Officer, Room 1 D 4135, Headquarters Building, for additional review and coordination. If the manuscript is covered by Form 26, indicating it contains CIA-originated TOP SECRET documents, it must be double wrapped and contain a courier receipt Form 2600 used only for transmitting TOP SECRET material. (See reference.)

c. Whenever another directorate is requested to coordinate on FRUS material, the CRD reviewer will include the following phrase in the transmittal document: "Your coordination is requested as part of CIA's review of the attached State Department Manuscript in the Foreign Relations of the United States (FRUS) series. Passages recommended for sanitization should be bracketed with a red pencil. The reasons for either sanitizing or retaining classification should be written in the margin of the document citing the appropriate exemption category from Executive Order 12065, Section 1-301."

d. When the DDO/IRO completes his review and returns the package to CRD, the reviewer will go through the manuscript and review the documents and index to ascertain what changes the DDO/IRO has made and to ensure that these changes are transferred to the CRD copies of both the index and the documents maintained in CRD's permanent file, and that they are properly noted on the copy returned to State. (Paragraphs 1.b. and 2.f.)

4. Recording Action

a. A Form 4023A will be filled out for each CIA document in the manuscript regardless of the action we take on that document. Ordinarily we do not record sanitized or incomplete documents in the DARE system; however, we want to account for the CIA documents that State Department is publishing, especially NIEs, which often appear as incomplete documents in the manuscript.

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b. Completion of Form 4023A fields:

- (1) Job Number - use SD-00001A
- (2) Box Number - use 0001
- (3) Folder Number - use the sequential number assigned the manuscript (see paragraph 1.a.) with sufficient leading zeros to make three digits
- (4) Document number - begin with 001 and follow the actual sequence of appearance of documents in the manuscript
- (5) Creation Date - use actual date of document
- (6) Originating Component - leave blank
- (7) Document Identification Number - take from document; if none leave blank
- (8) OPI - use 99
- (9) Type Document - use 01
- (10) Original Classification - take from document
- (11) Number of Pages - take from document
- (12) Document Title - take from document
- (13) Review Classification: Retain SANITIZED documents at CONFIDENTIAL or higher. Retain incomplete documents at original classification.
- (14) Retention Justification - use appropriate DARE code
- (15) Review date - use 30
- (16) Review Coordination - write "SANITIZED" if the document is sanitized. Write "INCOMPLETE" if the document is incomplete.

c. The CRD Intelligence Branch officer who reviewed the finished intelligence will complete the Form 4023A for these documents. Completed forms should be given to the Information Control Assistant who will have them keyed into DARE.

5. Review Follow-up for Return to State

a. A copy of those documents for which classification extension has been requested, along with all correspondence pertaining to the review,

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will be placed in the folder set up for this particular manuscript and given to the CRD Secretary.

b. A draft of the transmittal letter to the appropriate State Department Office (sample copies available in CRD files) will be prepared. The reviewer will follow procedures outlined in reference if the manuscript contains CIA-originated TOP SECRET documents on which CIA wishes to retain classification. The reviewer will route the draft letter and manuscript to his Branch Chief for final review, to the Chief, CRD, for final approval in draft, and back to himself.

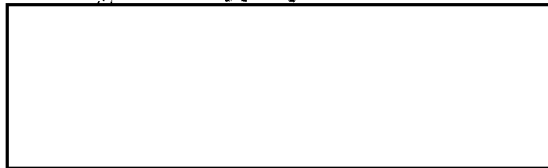
c. The reviewer will inform the CRD secretary of the proper classification of the transmitting letter.

d. The number of pages reviewed and the time spent on the review should be recorded in the reviewer's weekly statistical report to his Branch Chief.

6. Internal CRD Control of FRUS Manuscripts

a. These manuscripts are kept in safes designated by Chief, CRD. No person will withdraw a manuscript from these safes without first checking with the CRD secretary. A charge-out card will be placed in the drawer when a manuscript is taken out. INDIVIDUAL PAGES OR DOCUMENTS WILL NOT BE TAKEN FROM MANUSCRIPTS.

b. Those completed TOP SECRET manuscripts that are now in Chief, CRD's office will be reviewed by personnel designated by Chief, CRD and where possible, a copy of the transmitting letter which originally transmitted the document to the State Department will be attached to the manuscript, along with a completed Form 26. Manuscripts will be reviewed to find those CIA TOP SECRET documents to which the green tag (Form 160 B) will be attached. Personnel will work with the CRD Area Top Secret Control Officer to insure that TOP SECRET controls are applied where appropriate.



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